

1 **2.0 Roles and Responsibilities**

2  
3 A key element to the strength and continued growth of Virginia’s aviation system is  
4 the partnering between the Virginia Aviation Board, Virginia Department of Aviation,  
5 Federal Aviation Administration, and airport sponsors. Each has roles and  
6 responsibilities that support individual airports and the statewide air transportation  
7 system.

8  
9  
10 **2.1 Virginia Aviation Board**

11  
12 The Virginia Aviation Board (VAB) establishes financial assistance programs and  
13 allocates funds for capital improvement projects. The VAB sets policies to guide the  
14 funding programs and to promote and develop safe aviation practices and operations  
15 in Virginia. The VAB hears airport sponsor and citizen concerns on matters  
16 pertaining to aviation and acts as a liaison to the department in an effort to be  
17 responsive to local jurisdictions, users of the system, and citizens. Airport sponsors  
18 are encouraged to maintain regular contact with their representative VAB members,  
19 keeping them aware of issues affecting the planned development of their airports.  
20 The duties and responsibilities of the VAB are set in *Code of Virginia* §5.1-2.1 et seq.

21  
22  
23 **2.2 Virginia Department of Aviation**

24  
25 The Virginia Department of Aviation (DOAV) provides financial and technical  
26 assistance to eligible airport sponsors for the planning, development, promotion,  
27 construction, and operation of airports and aviation facilities. DOAV also administers  
28 applicable provisions of the *Code of Virginia*, plans for the development of the state  
29 aviation system, licenses airports and aircraft, and promotes aviation activities within  
30 the state. The duties and responsibilities of DOAV are set in *Code of Virginia* §5.1-  
31 1.1 et seq.

32  
33  
34 **2.3 Federal Aviation Administration**

35  
36 The Federal Aviation Administration (FAA) provides financial and technical  
37 assistance to eligible airport sponsors for the planning, design, and construction of  
38 airports and aviation facilities. FAA also sets design and operation standards for  
39 airports.

40  
41  
42 **2.4 Virginia Airport Sponsors**

43  
44 An airport sponsor, defined as the entity that is financially responsible for an airport,  
45 has many obligations for its airport, ranging from financial dealings and long-term  
46 development planning to daily maintenance and operational activities. A sponsor is  
47 solely responsible for insuring that the airport is compliant with federal and state grant  
48 assurances; board policies; and FAR Part 77, *Virginia Aviation Regulations* VAC 5-

49 20-149, and *FAA Advisory Circular 150/5300-13* criteria. Other key responsibilities  
50 for sponsors include the completion and submission to DOAV of an *Annual Based*  
51 *Aircraft Survey*, an *Annual Certification of Financial Responsibility*, and a six-year  
52 Airport Capital Improvement Plan. In addition, sponsors should work with local  
53 planning offices and jurisdictional decision makers to develop and enforce land use  
54 plans and airport overlay zones that support compatible land use around airports.  
55 Also, sponsors must submit leases of airport land for DOAV's approval prior to the  
56 execution of the lease in accordance with *Code of Virginia* §5.1-40.

57

#### 58 2.4.1 Obstruction Clearance and Certification

59 Sponsors are responsible for keeping their airports clear of obstructions to the  
60 appropriate standards. Airport sponsors must certify their obstruction status in order  
61 to be eligible for funding from any state program. Additional information on the effect  
62 of obstructions on project eligibility and obstruction certification is provided in 5.1  
63 Obstructions.

64

#### 65 2.4.2 Annual Based Aircraft Survey

66 Public-use airport sponsors are required to submit an *Annual Based Aircraft Survey*  
67 to DOAV in accordance with *Virginia Aviation Regulations 24 VAC 5-20-350*. The  
68 survey is designed to record a physical count of based aircraft on an annual basis  
69 and to assist DOAV with its process of properly planning for and licensing all Virginia-  
70 based aircraft. The survey consists of a census of aircraft owners and aircraft and an  
71 itemized summary of aircraft listed by class; both sections must be completed.  
72 Surveys are due to DOAV no later than January 31 of each year.

73

#### 74 2.4.3 Annual Certification of Financial Responsibility

75 Each year a sponsor must certify to DOAV that the sponsor has adequate liability  
76 insurance or other means of financial responsibility to satisfy the minimum dollar  
77 amount required by *Code of Virginia* §5.1-88.7 et seq. The *Annual Certification of*  
78 *Financial Responsibility* form is due to DOAV no later than January 31 of each year.

79

#### 80 2.4.4 Six-Year Airport Capital Improvement Plan

81 A six-year Airport Capital Improvement Plan (ACIP) identifies and prioritizes projects  
82 for an airport. This plan is vital to securing project funding, whether it is federal,  
83 state, or local funding. These plans are usually submitted to DOAV prior to the  
84 beginning of each fiscal year. Additional information on six-year ACIPs is provided in  
85 Chapter 6 Airport Capital Program.

86

#### 87 2.4.5 Entitlement Utilization Report

88 Sponsors eligible for state entitlement funds must submit a *Commonwealth Airport*  
89 *Fund Entitlement Utilization Report* for VAB approval each year. These reports  
90 provide an annual accounting of the previous fiscal year's state entitlement fund  
91 expenditures. Utilization reports shall be filed within 30 calendar days after the close  
92 of the fiscal year. Additional information on these reports is provided in 3.1.1.1 State  
93 Entitlement Funds.